

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
D.C. Department of Human Resources**

**District Personnel Manual Issuance System**

This instruction should be filed  
behind the divider for Part III of  
DPM Chapter(s) 11B

**DPM Instruction No. 11B-60**

**SUBJECT:** Setting-Pay Provisions for Positions Paid under  
*OPEN RANGE* Salary Schedules

**Date:** May 30, 2008

**Note:** This District Personnel Manual (DPM) Instruction supersedes DPM Instruction No. 11B-56, *same subject*, dated May 13, 2008, for the main purpose of introducing new *D.C. Standard Form No. 11B-09, Request for Salary Exception under Open Range Salary Schedule*.

**1. Purpose and Applicability**

This instruction informs agencies of the pay-setting rules for appointments (new and otherwise) to positions paid under the three (3) open range salary schedules (see *Definitions*) described below, to include:

- Appointments at grade levels CS-15 and above to non-union positions in the Career Service;
- Appointments to positions in the Excepted Service;
- Appointments to positions in the Management Supervisory Service; and
- Movements from salary or rate schedules with steps, to open range salary schedules.

**2. Open Range Salary Schedules**

- *Career Service Open Range Salary Schedule for Grade Level 15 and above within the Non-Union General Career Service Schedule ("Non-Union General CS Schedule")*
- *Excepted Service Open Range Salary Schedule ("ES Schedule")*
- *MSS Open Range Salary Schedule ("MS Schedule")*

**3. Pay-Setting Provisions for Open Range Salary Schedules**

Type of Appointment	Pay-Setting Policy
New (Initial) Appointment with District government	The rate of pay of "new hires" normally will be set at the minimum rate of the range for the <i>grade</i> or <i>pay level</i> for the position.

**NOTE:** DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

**Inquiries:** Compensation & Classification Administration, DCHR (202) 442-9700

**Distribution:** Heads of Departments and Agencies, HR Advisors and DPM Subscribers

**Retain Until Superseded**

Type of Appointment	Pay-Setting Policy
<b>New (Initial) Appointment with District government (continued)</b>	<p>Agencies may set the initial pay at any amount up to the representative rate of the grade or pay level for the position, which in the case of open range schedules is the midpoint range. The following should be considered when setting the rate of pay for initial appointments:</p> <ul style="list-style-type: none"> <li>• Candidate's current salary (proof required);</li> <li>• Skill sets the candidate bring to the job in addition to minimum qualifications;</li> <li>• Effect on agency budget and budget limitations;</li> <li>• Market value of the position; or</li> <li>• Compensation internal relationships (salary of new hire compared to others in the agency).</li> </ul> <p>In <u>extraordinary circumstances</u> where a subordinate agency wants to make an appointment at a salary above the representative rate (salary exception), the agency must request the approval of the D.C. Department of Human Resources (DCHR). Before requesting a salary exception for a <i>new hire</i>, the agency must complete <i>DCSF No. 11B-09</i> (copy attached) and submit the form and the information/documentation listed below to the DCHR:</p> <ul style="list-style-type: none"> <li>• Candidate's current salary (proof required);</li> <li>• Documentation of candidate's expertise/specialized skills;</li> <li>• Effect of proposed salary on agency's budget;</li> <li>• Documentation that the position has been designated <i>hard- to-fill</i>;</li> <li>• Recruitment plan(s) and proof of recruitment efforts;</li> <li>• Market value analysis of the position; or</li> <li>• Comparative analysis of the proposed compensation to other internal pay relationships within the employing agency.</li> </ul> <p>Such requests <u>must</u> include: a copy of the candidate's D.C. 2000 – Employment Application; written justification; position description; <u>and</u> any other supporting documentation justifying the rate of pay requested.</p>
<b>Promotion</b>	<p>At the discretion of the personnel authority, the rate of pay of an employee promoted within or to an open range salary schedule will be set by adding <u>10%</u> to the employee's current rate of basic pay.</p>

Type of Appointment	Pay-Setting Policy
<b>Change to Lower Grade (Demotion) – Non-Disciplinary Reasons</b>	There will be <u>no change</u> to the rate of pay of an employee upon a change to lower grade for non-disciplinary reasons; <u>provided</u> that the employee's current salary is within the range of pay for the new (lower) grade or pay level. If the employee's current salary is <u>over</u> or at the <u>maximum rate</u> for the new (lower) grade or pay level, the rate of pay will be set at the maximum rate for the new (lower) grade or pay level.
<b>Change to Lower Grade (Demotion) – Disciplinary Reasons/Performance</b>	The rate of pay of an employee changed to a lower grade for disciplinary/performance reasons will be set at an amount 10% lower than the employee's current rate but in no case lower than the minimum nor higher than the maximum of the new rate range.
<b>Reassignment</b>	There will be <u>no change</u> to the rate of pay of an employee upon reassignment.
<b>Reclassification*</b>	<p><b>Reclassification to Lower Grade/Pay Level Position:</b> The rate of pay of an employee whose position is reclassified to a <u>lower grade or pay level</u> will be set in the new grade range at an amount nearest his/her current rate but in no case lower than the minimum nor higher than the maximum of the new rate range.</p> <p><b>Reclassification to Higher Grade/Pay Level Position:</b> The rate of pay of an employee whose position is reclassified to a higher grade or pay level will in the new rate range at an amount nearest his/her current rate but in no case lower than the minimum nor higher than the maximum of the range of the new grade.</p>

*\* The pay-setting policy in this instruction for the term "Reclassification" is to be used for positions on the open range salary schedule only.*

#### 4. **Definitions**

For the purposes of this instruction, the following terms have the meaning ascribed:

**Appointment** – initial (new) appointment with the District government; reassignment; change to lower grade; promotion; or transfer action.

**Change to lower grade** – (1) the change of an employee to a lower grade when both the old and new positions are under the same salary/rate schedule; or (2) the change of an employee to a position in a different salary/rate schedule with a lower representative rate.

**Market-salary analysis** – an analysis of the pay levels for similar work paid by other employers within the market area. This analysis is often used to help determine the salary of a particular District government position.

**Open range salary schedule** – A pay schedule where each pay/grade level of a salary schedule has an open range with no steps, only a “minimum,” “midpoint,” and “maximum” as reference points of the range.

**Personnel authority** – an individual or entity with the authority to administer all or part of a personnel management program. The Director, D.C. Department of Human Resources (DCHR), is delegated the Mayor’s personnel authority over subordinate agencies.

**Promotion** – (1) the change of an employee to a position at a higher grade level within the same job classification system and salary/rate schedule; or (2) the change of an employee to a position in a different salary/rate schedule with a higher representative rate.

**Rate of basic pay** – the pay rate fixed by law, Wage Order, or Mayor’s Order for the position held by an employee before any deductions and excluding additional pay of any kind, except as otherwise provided.

**Reassignment** – the change of an employee from one position to another position with the same (exact) representative rate.

**Reclassification** – a change in title, series, or grade of a position resulting from either planned management action or accretion of duties.

**Representative rate** – the rate used to determine the nature of a job change when the job change involves *different salary or rate schedules*. Specifically, the representative rate is used to determine if the job change is a promotion, change to lower grade, or reassignment, by comparing the representative rates of the salary/rate schedules involved in the job change. The representative rates for the various salary and rate schedules are as follows:

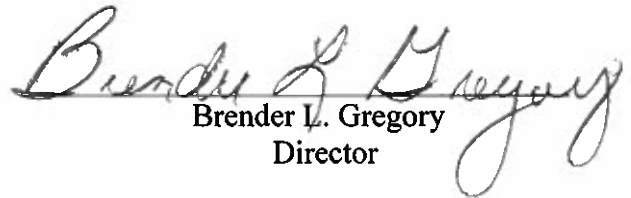
- *4<sup>th</sup> step* for salary schedules with *10 steps*;
- *3<sup>rd</sup> step* for rate schedules with *6 steps*; and
- *Midpoint range* for *open range salary schedules*.

**Salary compression** – pay differentials too small to be considered equitable. The term may apply to differences between (1) the pay of supervisors and subordinates; (2) the pay of experienced and newly hired incumbents of the same position (job); or (3) pay-range midpoints in successive job grades/pay levels.

**Subordinate agency** – an agency under the direct administrative control of the Mayor (for the list of subordinate agencies, *see* D.C. Official Code § 1-603.01 (17)).

## 5. References

The rules on open ranges are contained in Chapter 11 of the D.C. personnel regulations, Classification and Compensation.



Brender L. Gregory  
Director

### Attachments:

- *D.C. Standard Form No. 11B-09, Request for Salary Exception under Open Range Salary Schedule* (Issued 5/08)
- Examples on Setting Pay under Open Range Schedules

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Department of Human Resources**

**REQUEST FOR SALARY EXCEPTION UNDER OPEN RANGE SALARY SCHEDULE**

**Section 1 – Designated Office Within DCHR/Type of Appointment**

DCHR NO./AGENCY NO.

DATE (Month, Day, Year)

To: D.C. Department of Human Resources  
Compensation & Classification Administration

**Type of Appointment [Initial Appts./Reappointments]:**

- ☐ Career Appt. (Prob./Perm./Reinstatement) (Grades 15 & Above)  
☐ Career Appt. (Temporary/Term) (Grades 15 & Above)  
☐ Excepted Service  
☐ MSS Appt. (White-Collar Positions Only)

Attn: \_\_\_\_\_

**Section 2 – Information on Agency Requesting Salary Exception**

Agency Name \_\_\_\_\_

For Information Call: (Name/Tel. No.) \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Signature of Agency Official Requesting this Action \_\_\_\_\_

**Section 3 – Information on Candidate/Position/Proposed Salary**

Name of the Candidate: \_\_\_\_\_

Title of the Position Being Considered for: \_\_\_\_\_

Pay Plan Designation (i.e., CS, ES, MS) and Series of the Position: \_\_\_\_\_

Grade or Pay Level, and Proposed Salary: \_\_\_\_\_

**Section 4 – Justification for Salary Exception**

Enter or attach to this request: (1) the candidate's completed D.C. 2000 – Employment Application; (2) written justification; (3) position description; and (4) supporting documentation or statements (see *Instructions* section).

**Section 5 – Determination on Request [To Be Completed by DCHR]**

**Recommendation:**

☐ Approve

☐ Disapprove

Supervisory HR Specialist (or Designee) \_\_\_\_\_

Date \_\_\_\_\_

**Final Determination on Request:**

☐ Approved

☐ Disapproved

Director of Personnel (or Designee) \_\_\_\_\_

Date \_\_\_\_\_

(OVER)

D.C. Standard Form No. 11B-09 (Issued 5/08)

## INSTRUCTIONS

### *Agency:*

- *Complete sections 1 through 4*
- *Under section 1, include the location (address) of the office within the D.C. Department of Human Resources (DCHR) to which the request is being submitted*
- *The written justification required under section 4 of the form should include the following information and documentation, as well as any other information the employing agency considers relevant for the DCHR to determine whether the request should be approved:*
  - ☐ *Candidate's Current Salary (include pay stubs);*
  - ☐ *Documentation of candidate's expertise/specialized skills;*
  - ☐ *Effect of proposed salary on agency's budget;*
  - ☐ *Documentation that the position has been designated *hard-to-fill*;*
  - ☐ *Recruitment plan(s) and proof of recruitment efforts;*
  - ☐ *Market value analysis of the position; or*
  - ☐ *Comparative analysis of the proposed compensation to other internal pay relationships within the employing agency.*

### *DCHR:*

- *Assign a "DCHR No./Agency No." (Section 1) to each DCSF No. 11B-09 received*
- *Sign and date the form (DCHR representative making the recommendation and approving or disapproving the request for superior qualifications appointment, respectively)*
- *File the original DCSF No. 11B-09 approving a request for salary exception on the right hand side of the employee's official personnel folder (OPF) along with the personnel action effecting the appointment (the DCSF No. 11B-09 becomes a permanent personnel record)*
- *Return the original DCSF No. 11B-09 and supporting documentation disapproving a request for salary exception to the agency, and keep a copy of the request*

## EXAMPLES

### Example No. 1 –

This is an action moving a Career Service non-union employee in a position at grade level CS-11, to a Management Supervisory Service (MSS) position at grade level MS-11:

<b>(1) Employee's Rate of Basic Pay at Grade Level CS-11:</b>	<b>\$53,758 (Step 3)</b>
<b>(2) Nature of Job Change</b> (determined by comparing the representative rate for grade CS-11 in the <i>Non-Union General CS Schedule</i> , and the representative rate for grade MS-11 in the <i>MS Schedule</i> ):  <u>Representative Rate</u> for non-union CS-11 positions (4 <sup>th</sup> step) = \$55,382  <u>Representative Rate</u> for MS-11 positions (midpoint range) = \$68,088	<b>Job Change = Promotion</b>
<b>(3) Employee's Rate of Basic Pay at Grade Level MS-11:</b>  Because the nature of the job change is a <i>Promotion</i> , the salary is set by adding 10% to the employee's rate of basic pay at grade level CS-11:  $\$53,758 + \$5,376 = \$59,134$	<b>\$59,134</b>

### Example No. 2 –

This is an action moving a MSS employee in a position at grade level MS-13, to another MSS position at grade level MS-14:

<b>(1) Employee's Rate of Basic Pay at Grade Level MS-13:</b>	<b>\$107,794</b>
<b>(2) Nature of Job Change</b>	<b>Promotion</b> <b>(movement within the same salary schedule)</b>
<b>(3) Employee's Rate of Basic Pat at Grade Level MS-14:</b>  Because the nature of the job change is a <i>Promotion</i> , the salary is set by <u>adding 10%</u> to the employee's rate of basic pay at grade level MS-13:  $\$107,794 + \$10,779.40 = \$118,573$	<b>\$118,573</b>



**Example No. 3 –**

This is an action moving a MSS employee in a position at grade level MS-15 level, to an Excepted Service position at pay level ES-9:

<b>(1) Employee's Rate of Basic Pay at Grade Level MS-15:</b>	<b>\$104,000</b>
<b>(2) Nature of Job Change</b> (determined by comparing the representative rate for grade MS-15 in the <i>MS Schedule</i> , and the representative rate for pay level ES-9 in the <i>ES Schedule</i> ):  <u><b>Representative Rate</b></u> for MS-15 positions (midpoint range) = <b>\$117,942</b> <u><b>Representative Rate</b></u> for ES-9 positions (midpoint range) = <b>\$115,875</b>	<b>Job Change =</b> <b>*Change to Lower Grade</b>  <b>[Non-Disciplinary Reasons]</b>
<b>(3) Employee's Rate of Basic Pay at Pay Level ES-9: <u>No change</u></b>  Because the nature of the job change is a <i>Change to Lower Grade for Non-Disciplinary Reasons</i> , and the employee's current salary is within the range of pay for the new (lower) pay level, there will be <u>no change</u> to the employee's rate of basic pay at pay level ES-9.	<b>\$104,000</b>

\* When processing the personnel action, the appropriate *nature of action* to be used is "Conversion to Excepted Appointment."

**Example No. 4 –**

This is an action moving a MSS employee in a position at grade level MS-11, to an Excepted Service position at pay level ES-5:

<b>(1) Employee's Rate of Basic Pay at Grade Level MS-11:</b>	<b>\$79,436</b>
<b>(2) Nature of Job Change</b> (determined by comparing the representative rate for an MS-11 in the <i>MS Schedule</i> , and the representative rate for an ES-11 in the <i>ES Schedule</i> ):  <u><b>Representative Rate</b></u> for MS-11 positions (midpoint range) = <b>\$68,088</b> <u><b>Representative Rate</b></u> for ES-5 positions (midpoint range) = <b>\$64,375</b>	<b>Job Change =</b> <b>*Change to Lower Grade</b>  <b>[Non-Disciplinary Reasons]</b>
<b>(3) Employee's Rate of Basic Pay at Pay Level ES-5:</b>  Because the nature of the job change is a <i>Change to Lower Grade for Non-Disciplinary Reasons</i> , and the employee's current salary is <u>over</u> the maximum range of pay for the new (lower) grade, the rate of pay will be set at \$77,250, the <u>maximum</u> range for the ES-5.	<b>\$77,250</b>

\* When processing the personnel action, the appropriate *nature of action* to be used is "Conversion to Management Supervisory Service Appointment."

**Example No. 5 –**

This is an action moving a Career Service employee in a position at grade level CS-14, to another Career Service position at grade level CS-15/16:

<b>(1) Employee's Rate of Basic Pay at Grade Level CS-14:</b>	<b>\$106,921 (Step 9)</b>
<b>(2) Nature of Job Change</b> (determined by comparing the representative rate for grade CS-14 and the representative rate for grades CS-15/16 in the <i>Non-Union General CS Schedule</i> ):  <b><u>Representative Rate</u></b> for CS-14 positions (step 4) = <b>\$93,286</b>  <b><u>Representative Rate</u></b> for CS-15/16 positions (midpoint range) = <b>\$108,895</b>	<b>Job Change = Promotion</b>
<b>(3) Employee's Rate of Basic Pay at Grade Level CS-15/16:</b>  Because the nature of the job change is a <i>Promotion</i> , the salary is set by <u>adding 10%</u> to the employee's rate of basic pay at grade level CS-14:  <b>\$106,921 + \$10,692 = \$117,613</b>	<b>\$117,613</b>

**Example No. 6 –**

This is an action reassignment/transfer of an employee in a MSS position at grade level MS-12, to another MSS position at grade level MS-12:

<b>(1) Employee's Rate of Basic Pay at Grade Level MS-12:</b>	<b>\$70,000</b>
<b>(2) Nature of Job Change</b>	<b>Job Change = Reassignment/transfer to position of same Grade level</b>
<b>(3) Employee's Rate of Basic Pay at Grade Level MS-12:</b>  Since this is a reassignment/transfer to another position with the same grade (comparable internal worth), no salary increase is given.	<b>\$70,000</b>